

SCR 90259 - Modify a Person (CWR)

Application/Module	EmpowHR 9.0	Test Script Author	Anthony Ton	
Test Phase	Release 3 PP25	Test Type: (I.e Initial, Regression)	Initial	
Function	Add a Person	Test Executed By	Anthony Ton	
Test Case Description	Modify an Contingent Worker or POI via Add a person module	Execution Date(s): MM/DD/YYYY		
Data Prerequisite	NA	Test Script Execution Status: PASS/FAIL		
Test Step #	Test Step Description	Expected Results	Pass/Fail	Comments
1	Login in as an HR Processor	Login is successful and EmpowHR home page displays with menu navigation on left.		
2	Navigate to: Workforce Administrator > Personal Information > Biographical > Modify a Person Enter a Contingent worker EMPLID and click the search button	The record is displayed		
3	Verify the Name, Date of Birth, Gender, Highest Education Level, and SSN fields are not display only:	The fields are not display only		
4	Click the correct history button and update the martial status field	Data is entered		
5	Click the Contact Information tab	Data is entered		
6	On the Home address, click the Edit/View Address Detail Insert a new row and enter the new Effective Date	Data is entered		
7	Click the add address link and enter the address, city state, postal and county Click the OK button	The address is recorded in the Address history		
8	Click the OK button	The address is recorded in the current address		
9	On the mailing address, click the Edit/View Address Detail Insert a new row and enter the new Effective Date	Data is entered		

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10	Click the address detail link and enter the address, city state, postal and county Click the OK button	The address is recorded in the Address history		
11	Update the phone number	Data is entered		
12	Update the email address	Data is entered		
13	Click the Regional tab and verify the ethnic group and military status are not display only	The fields are not display only		
14	Modify the ethnic group and military status values	Data is entered		
15	Click the save button	The contingent worker record is saved		